Manual Salary Update Instructions

Steps required to update Infotype 0008 Basic Pay:

1) Select employee's IT008 Basic Pay:
2) Click COPY
3) Change start date to effective date of salary (ex. 01/01/15)
4) Enter new salary in the Annual Salary Field
5) Click Save

Steps required to update Infotype 0168 Insurance Plan:

1) Click overview
2) Select optional salary plan
3) Click Copy
4) Change start date to the same effective date as salary (ex. 01/01/15)
5) Click Save